

Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room #168)

Date: 11/5/02

Members Present:

Jerry Foropoulos, NMT-DO
David Hobart, C-AAC
Randy Kanzleiter, X-2
Bill Robertson (Chair), IM-2
Tracy Ruscetti, B-2
Deborah Smith, RRES-AT
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, HSR-7

Student Representatives Organization
Shauna Kackley, (Webmaster of SA) RRES-SA

LANL Representatives
Danny Valdez, DV
Margaret Marshall, OEO
Kurt Steinhaus, STB-EPO
Carole Rutten, STB-EPO
Diane Kean, HR
Pavlo Quintana, OMBUDS

The meeting was called to order by Bill R., at 8:33 am.

Outgoing Chair:

Bill R. thanked Dave Hobart for his years of service both as chair and member-at-large.

SPAC Membership:

Bill R. would like the SPAC roster on the web and the listserv updated. Dave H and Lonnie T. are in their final year of SPAC. Most others are in their second year or are student members. Only one member is in her first year. We need to recruit possibly 3 or 4 new members and we also need more GRAs and UGSs. An email inviting members-at-large and student nominations will be sent out in the near future.

Meeting Minutes and Web News:

Sheila W. will continue as Historian with a backup when she is not available to attend the meetings. Mindy M. cleanses the minutes and then Bill R. posts them on the web. SPAC needs a new webmaster since Bill R. has been doing it but he is now chair. He will be available to mentor the person and he says it doesn't take much time to keep the web pages up-to-date. If you are interested, e-mail Bill R. at Robertson@lanl.gov.

Subcommittees Update:

SPAC currently has nine subcommittees (Bylaws, Distinguished Student Awards, Distinguished Mentor Awards, Workspace, Mentor Training, Rapid Entry, Public Relations, Housing and Transportation, and **WHAT IS THE 9th ONE?**) A suggestion was made that perhaps we need a Rapid Exit subcommittee. Rob Kelsey and Diane Kean are currently working on an exit system outside of SPAC.

Jerry F. needs a description of each subcommittee from the chairs. This can be e-mailed to Jerry at jzf@lanl.gov.

Our web page will be updated to include the name of the subcommittee, the chair's name, the description, the serving members, and the three most important points that each subcommittee is working on.

Subcommittee updates will be included on the SPAC agenda once per month.

Student Association:

The Student Association's bylaws draft document was emailed to SPAC by Shauna K. and she needs changes soon.

Shauna K. has been serving as acting Chair of SA however the Chair, Treasurer, and Secretary elections will be held by the end of February. The Vice-chair will oversee the elections.

Carole R. will contact the CCN-5 e-mail team regarding automatic updates to the student mailing list.

SPAC Retreat

In the past this has been an off-site BBQ at someone's home to discuss major SPAC issues. Perhaps this year we can get a facilitator and have the retreat in March.

Old Business To Make New Business:

Sheila W. will send out the Action Items list (see below) to SPAC so that they may consider what can be quickly completed, taken off, or bumped up to priority for the year.

Meeting closed at 9:35am.

Respectfully submitted,
Sheila Wasfey, Historian Team

Current and Outstanding Action Items

From 1/17/02 Meeting:

Need to select a vice-chair of sub-committees – Dave H. **DONE**

From 1/31/02 Meeting:

Post archived meeting minutes on the SPAC web page - Sheila W.

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R.

From 4/25/02 Meeting:

What is SPAC's influence over LANL Management policy when it pertains to students?
– Historian Team

From 5/9/02 Meeting:

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year.

Sheila will look into the process of how students training plans are developed.

Dave will contact Kurt about the progress on the workplans.

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report. **Allen would like to speak with SPAC at a later date.**

From 5/23/02 Meeting:

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. The best time for SPAC to hear this presentation would be after the student picnic activities are completed.

From 6/6/02 Meeting:

Dave H. will contact STB (aka Mindy M.) to track down the 5 exceptions that have been discussed by SPAC at the 5/29/02 meeting but not signed by SPAC.

Kurt S. and Dave H. will meet with **Lady X** about the RFP for new student dorms and what role the housing office will or will not play.

A memo concerning the mentor awards is due to Allen Hartford by June 10 to get the ball rolling before the Student Symposium.

From 6/20/02 Meeting:

No meeting?

From 6/27/02 Meeting:

SPAC or SA should create a fact sheet/survival guide to be included with the offer letter to the student.

Look into DOE area office building possibly becoming a dorm.

Student Issues: How to communicate to students who their liaison is. Also, there seems to be a large percentage of students possibly not being mentored by their assigned mentor, but instead, by someone else. These other "mentors" may not be aware of mentor training, the student workplan, the mentor mailing list, etc. Do we have a mentor-student disconnect occurring that we are unaware of?

From 7/25/02 Meeting:

TBD

From 8/15/02 Meeting:

TBD

From 8/29/02 Meeting:

TBD

From 9/10/02 Meeting:

TBD

From 9/24/02 Meeting:

TBD

From 10/8/02 Meeting:

Keep up with X-Div' student white paper.

From 10/22/02 Meeting:

TBD

From 11/5/02 Meeting:

Need nominations for SPAC Chair and 2 Vice Chairs. **DONE**

Subcommittee formed in support of Rob Kelsey's White Paper.

From 1/28/02 Meeting:

Bill R. would like the SPAC roster on the web and the listserv updated.

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SPAC Retreat?